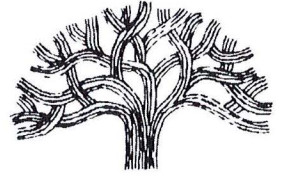


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CITY OF OAKLAND



CITY HALL • 1 FRANK H. OGAWA PLAZA, 3<sup>rd</sup> FLOOR • OAKLAND, CALIFORNIA 94612

Office of the Mayor  
Honorable Libby Schaaf  
Mayor

(510) 238-3141  
Fax (510) 238-4731

Letter of Appointment

March 3, 2016

The Honorable City Council  
One Frank H. Ogawa Plaza, Second Floor  
Oakland, CA 94612

Dear President Gibson McElhaney and members of the City Council:

Pursuant to City Charter Section 601, the Mayor has appointed the following people as members of the following board or commission, subject to City Council confirmation:

**COMMISSION ON PARKS AND RECREATION ADVISORY COMMISSION**

- **Ethel Howze** to complete the three year term on the Parks and Recreation Advisory Commission beginning November 15, 2014 and ending November 14, 2017, filling the seat previously held by Judith Belcher, and
- **Coire Reilly** to complete the three year term on the Parks and Recreation Advisory Commission beginning November 14, 2015 and ending November 13, 2018, filling the seat previously held by Robert Selna.

Thank you for your assistance in this matter.

Sincerely,

Libby Schaaf  
Mayor

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## Ethel Howze

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### EDUCATION:

- San Francisco State University Major: Recreation Leadership
- Merritt College Major: Early Childhood Education
- Holy Names College Major: Early Childhood Education
- Vista College Elements of Supervisor
- NRPA Educator Certificate Classes

### EXPERIENCE:

CITY OF OAKLAND – Office of Parks & Recreation

#### Recreation General Supervisor

2000-2007

- Receive direction from the direction of the Director of Oakland Parks and Recreation.
- Supervision of Recreation Supervisors, Center Directors, Recreation Leaders, and various full-time and part-time recreation staff.
- Oversee the planning, coordination and implementation of recreation programs in the service area which I supervised providing activities for children, youth, adults, and senior citizens.
- Train, supervise and evaluate assigned staff that provide programs for their immediate community.
- Work with businesses, community organizations and school officials in providing information and resources necessary to meet the recreation needs of their community.
- Represent the Oakland Parks and Recreation at community meetings and events.
- Answer any questions, inquiries and requests from the community groups and citizens. Research information needed to respond to their needs.
- Prepare and administer budgets for recreation centers.
- Conduct staff meetings on a regular basis.
- Make sure staff is enforcing departmental policies regarding program operations.
- Prepare reports and maintain records.
- Assisted in planning the following activities, Arts and Soul fest. MLK day, Seen and be Seen, Youth Jr. Olympics, and Play Day in the Plaza. Help develop the Intimate Evening event to recognize the community involvement.

#### Recreation Supervisor

1984-2000

- Supervise and oversee operations of (12) recreation facilities including (19) full-time staff and 100-250 part-time recreation staff and program activities in North Oakland, West Oakland and Lake Merritt area. Additionally, overseeing the following citywide programs: Bike Safety Program, Studio One Center Art programs, Passport Program, (9 facilities, 180 youth after school during the school year in collaboration with OUSD).

# Ethel Howze

Resume, Page 2 of 3

- Responsibilities include supervising, planning, developing, administering, and monitoring programs and projects to ensure they meet the departmental and City objectives and policies.
- Administering grants (City of Oakland Fund for Children and Youth and Bret Harte Community Academy (2000/2003) \$350,000.
- Developed and oversaw the Passport Program in my area of supervision. (Golden Gate, Bushrod, Manzanita and Lincoln Square recreation centers.
- Coordinated and implemented the MAMA program (Mothers Against Murder and Assault) in two recreation centers, and provided one workshop for mothers having lost their children to murder or assault. Children and Youth 1998 for the amount of \$450,000.
- Oversaw the development of the Middle Schools After School sport program.
- Coordinated OPR Summer Job Program for Teens ages 14-18 to acquire skills in the recreation field. They were assigned to work in recreation centers for nine weeks to work staff in various programs and developed new skills in the areas of arts & crafts, cooking, sports, and communication.
- Represent the department on City committees including the following: Inter-departmental Services Delivery System teams, council Districts 4,5,2,1 and the safe Walk to School committee.

1989-1994 – Supervised Tennis/Aquatics and the Mayors Youth Advisory Commission

- **City-wide Tennis Program:** Supervise programming and all aspects of maintenance and reservations of city-wide tennis courts and Davie Tennis Facility.
- **Aquatics Unit Program:** Responsible for the overall programming and operations including direct supervision of (6) swimming facilities, (2) full-time Water Quality Technicians and (120) aquatic part-time personnel. Duties included staff recruitment, training and direct staff supervision. Development, implementation, marketing, capital improvement and budgeting of all community-based aquatics training in safety standards and practices.
- **Mayors Youth Advisory Commission:** Supervised and developed Oakland's first Youth Commission. Implemented Oakland's first Youth Conference. The conference gave youth an active role in planning and designing the conference, which provided skill-building and awareness workshops on a variety of topics including communication skills, job interview techniques, sex education, and self esteem. Various Non-Profits participated in the conference and provided resource materials.

## CERTIFICATION AND RELATED EXPERIENCE

National Recreation and Parks Association (NRPA)

- Aquatics Management School, Lake Arrowhead, CA 1990-1991
- NRPA Certification Program 2000 Youth Leadership Development Network

California Parks and Recreation Society (CPRS)

- Aquatics Interest Committee, Zone Representative 1994
- Teen Committee

# **Ethel Howze**

Resume, Page 3 of 3

## **Professional Memberships and Board Appointments**

### ***Memberships:***

California Parks and Recreation Society  
Bay Area Teen Staff Committee  
National Recreation and Parks Association  
National Recreation and Parks Ethnic Minority Society  
Friends of Parks and Recreation Board Member

### ***Boards:***

CPRS Scholarship Board  
Cal State University at Hayward, Curriculum Advisory Board  
NRPEMS – President and Board Member  
Friends of Parks & Recreation Board Member

### ***Conference Presentations:***

National Recreation and Parks Association

- New Teen Programs
- Friday Night Live Swim Party

California Parks and Recreation Society

- Science in the Hood
- Leisure time Programming for the Hip Hop Generation

I'm writing to express my interest in serving the city I live in and love as an Oakland Parks and Recreation Commissioner. I have many years of experience both serving on appointed boards as well as working in the assessment of parks and problem solving for improvements.

Currently, I manage two main programs, Contra Costa Health Services' (CCHS) Safe Routes to School program - which engages and trains youth, parents, and faculty to encourage students to walk and bike to school and develops local parent champions for the issue, and CCHS's Built Environment Program - which works with cities to develop and implement healthy, smart planning policies. I've worked with Richmond's Parks and Recreation Commission extensively and have lead community evaluations of parks in the city. The result was the Parks chapter in Pacific Institute's Measuring What Matters report: <http://www.pacinst.org/wp-content/uploads/2013/02/final7.pdf> As a result of that study I was asked to serve on the city of Richmond's Parks Master Plan Steering where we worked to develop creative solutions to the various park issues in the city and have since served on many boards and advisory committees, some of which are listed in my resume.

I'm currently working on a community-led evaluation parks project, similar to the Richmond project, in Concord in close partnership with staff and elected officials. Recently, I successfully co-wrote a grant for Concord's first Bicycle and Pedestrian Master Plan, a Complete Streets planning grant for the city of San Pablo, and am involved in several park remediation projects in Richmond, particularly through my years of involvement on the board of Groundwork Richmond, a non-profit that partners closely with Richmond Parks Department to plan trees, renovate parks, and develop youth.

Because of my work (both paid and volunteer), I have developed experience, relationships, and a reputation for being passionate and knowledgeable about city planning, public health, bicycle and pedestrian issues, regional planning and funding (such as Plan Bay Area) and park development as well as raising the capacity of community members to voice their opinions on such matters. Much of my work has been done in Contra Costa County, where I have worked since 2007, and I am actively seeking ways to volunteer my experience in the city of Oakland, in which I have lived for many years. I am able to provide references who can vouch for my passion, dedication to the community, and willingness to be open and learn as diverse as elected officials, city staff (in various departments such as Planning, Parks and Recreation, Public Works, and City Management), heads of non-profits and community groups, and community activists. I have also recently gotten involved with my Neighborhood Leadership Group (Adams Point) as a way to begin getting involved in Oakland.

I would bring to this appointment the same energy, dedication, and humility as I have to all my previous endeavors.

Thank you for your time and consideration,

Coire Reilly

# Coire Reilly

## Experience

Contra Costa Health Services, Community Wellness and Prevention, Martinez, CA

**Manager, Injury Prevention and Physical Activity Promotion** – March 2012 – present

- Manage innovative built environment program that works with cities and counties to plan for building healthy communities
- Lead efforts to educate community members about civics and raise their voices in city planning efforts including bicycle and pedestrian infrastructure, park access, and food access
- Manage Contra Costa's Safe Routes to School program that encourages children to walk or bike to school as a means of community building and everyday exercise.

Contra Costa Health Services, Community Wellness and Prevention, Martinez, CA

**Built Environment Policy Specialist** – August 2011 - present

- Research, develop, and advise interdepartmental county staff on built environment, prevention, and health related issues
- Work with cities and community groups on developing, adopting, and implementing policies and programs aimed at improving the health of their citizens including improvements to the physical environment and health-focused policies.
- Represent Contra Costa Health Services at a variety of venues

Neighborhood House of North Richmond, West County Healthy Eating, Active Living (HEAL) Collaborative, Richmond, CA

**Project Director** – October 2009 – August 2011

- Managed staff and a collaborative of local non-profits, offices of elected official, businesses, institutions, and community groups.
- Developed and led community-based research and advocacy projects on a variety of health and physical activity related policy issues such as the availability of fresh fruit and vegetables, walkability, bicycle access, park conditions, and food and physical activity programming in schools.
- Other responsibilities include long term planning, budgeting, evaluation, grant-writing, reporting, and staff development.

**Project Director Assistant** – April 2007 – October 2009

- Worked directly with community leaders, non-profit executive directors, and elected officials to study, create, and implement public policy focused on health and safety
- Tracked and managed progress of organizations with MOUs.
- Staff liaison for Community Committee, the largest committee
- Administrated office - including scheduling meetings, drafting correspondence and website content and disseminating information, filing, organizing, creating and maintaining database

Habitat for Humanity East Bay, Oakland, CA

**Homeowner Relations Education Specialist** - August 2006 – April 2007

- Direct supervisor of Scholarship Coordinator

- Developed and implemented comprehensive homeowner education program including financial literacy, leadership, conflict resolution, community building, and running a Homeowner Association
- Recruited, trained, and supervised volunteers in financial analysis and applicant interviewing
- Organized and performed many public speaking events

**Homeowner Relations Coordinator (AmeriCorps) - August 2004 – August 2006**

- Selected homeowners for affordable housing program by evaluating credit and income, attending home interviews, and facilitating approval by government representatives
- Recruited and trained volunteers in financial analysis and interviewing applicants
- Supported homeowners with regular meetings and training on the responsibilities of homeownership and community development
- Staff lead of College Trak committee, which works to prepare high-school-aged youth for college.
- Database and Web site maintenance

**Membership**

- Contra Costa Transit Authority Priority Development Area Working Group (appointed), January 2013 - present
- San Pablo Childhood Obesity Prevention Task Force (appointed), June 2012 – present
- West Contra Costa Transportation Advisory Committee Technical Advisory Committee (appointed), March 2012 - present
- California Convergence, Steering Committee Member, April 2008 – January 2013; Policy Subcommittee Chair, January 2013 - present
- Groundwork Richmond Trust (a 501(c)(3) focused on tree planting, park renovation, and youth development), Founding Board Member December 2010 – present
- Healthy Richmond, Steering Committee Member, April 2009 – September 2011
- Healthy and Active Before 5, Executive Committee Member, October 2009 – August 2011
- City of Richmond General Plan Health Element Technical Advisory Group member (appointed), September 2010 – March 2011
- San Pablo General Plan Advisory Committee (appointed), Member, April 2009 – February 2011
- Richmond Parks Master Plan Technical Advisory Committee (appointed), December 2009 – December 2010
- West County Alcohol Policy Working Group, Member, April 2007 – October 2009

**Education**

**San Francisco State University**

- Graduate-level course work in English composition and editing
- Courses included Editing, Theory of Writing, Theory of Reading

**Webster University, St. Louis, MO**

- B.A. in English with an emphasis in Professional Writing
- Graduated with Honors
- Courses included: Journalism, Business and Technical Writing, Linguistics, Literature, Editing, Creative Writing, Copyediting, Spanish

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CITY ATTORNEY

# OAKLAND CITY COUNCIL

RESOLUTION No. \_\_\_\_\_ C.M.S.

## RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF ETHEL HOWZE AND COIRE REILLY TO THE PARKS AND RECREATION ADVISORY COMMISSION

**WHEREAS**, Section 601 of the City Charter provides that members of City boards and commissions shall be appointed by the Mayor subject to confirmation by the affirmative vote of five members of the City Council; and

**WHEREAS**, Ordinance No. 8065 C.M.S., adopted November 13, 1969 and amended by Ordinance No. 11731 C.M.S., adopted July 26, 1994, establishes the Parks and Recreation Advisory Commission as responsible for advising the Mayor, City Council, City Manager and the Office of Parks and Recreation on all matters relating to the general policy and operation of the parks and recreation system; and

**WHEREAS**, the Parks and Recreation Advisory Commission consists of eleven (11) members serving no more than two consecutive three year terms; and

**WHEREAS**, the Honorable Mayor Libby Schaaf has appointed Ethel Howze and Coire Reilly to serve three-year terms, subject to confirmation by the City Council; now therefore be it

**RESOLVED:** That pursuant to City Charter section 601, the City Council hereby confirms the Mayor's appointment of:

- **Ethel Howze** to complete the three year term on the Parks and Recreation Advisory Commission beginning November 15, 2014 and ending November 14, 2017, filling the seat previously held by Judith Belcher, and
- **Coire Reilly** to complete the three year term on the Parks and Recreation Advisory Commission beginning November 14, 2015 and ending November 13, 2018, filling the seat previously held by Robert Selna.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, CAMPBELL-WASHINGTON, GALLO, GUILLEN, KALB, KAPLAN, REID AND PRESIDENT GIBSON  
MCELHANEY

NOES -

ABSENT -

ABSTENTION -

ATTEST: \_\_\_\_\_

LATONDA SIMMONS  
City Clerk and Clerk of the Council of the City of  
Oakland, California